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# **STRATEGIC RECRUITMENT PROCESS**

**April 2010**

# DESIRED GOALS

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- Improve Customer Service and Satisfaction
- Improve the Quality of Referral Lists
- Reduce Fill Time
- Eliminate Re-work



# RECRUITMENT TRANSFORMATION

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- Staffing Services Return to Installation
- Multi-functional Specialists
- Increase # of Specialists
- Implement “Up-Front Discussion” w/Managers



# PROCESS OUTLINE

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- Manager contacts CPAC
- **Upfront Discussion** takes place
  - All Classification issues are addressed
  - All Staffing issues are addressed
  - Selection issues are discussed
- RPA is received
- PPP is requisitioned
- Vacancy Announcement is prepared
- Rating and Ranking
- Issue Referral List
- Process Selectee



# MANAGER FEEDBACK

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- Definitely on Track and in the Right Direction
- Have Noticed Immediate Improvements
- Everything is Running Quicker & Smoother
- I Like the Discussion between HR Specialist & Myself
  - The Human Element is Very Important to Me
- Recruitment Very Much Improved with New Process
- Tremendous Improvement in the Quality of Referrals

09/12/16 • The Process is now Quicker & More Efficient

# UP-FRONT DISCUSSION

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- Documented on RIP
  - Part I – Pre- Planning Assessment
    - Position Build Information
    - Position Review Information
    - Recruitment Strategy
  - Part II – Job Analysis
    - Recruitment History
    - RESUMIX Skills

# RIP, continued

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- PART III – Selection Process (Optional)
  - Selecting Panel
  - Interview Questions
- PART IV – TIMELINES (Optional)
  - Set Specific Milestones



# ARMY'S INITIATIVES

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- Expediting the Recruitment Process
  - Use existing job descriptions whenever possible
  - Use non-competitive appointments whenever possible
  - Use only the most viable areas of consideration

# CONCERNS/QUESTIONS

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